

Retention and Classification Report

Agency: Canyons School District (Utah). Hillcrest High School (1795)

7350 South 900 East
Midvale, UT 84047
565-7566

Records Officer

28078	Attendance reports
28077	Grade roll books
28079	Office reports
06854	Official transcripts
06855	Official transcripts for nongraduates

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 28078

3

TITLE: Attendance reports

DATES: 1962-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 09/19/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 28078

TITLE: Attendance reports

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 28077

3

TITLE: Grade roll books

DATES: 1962-

ARRANGEMENT: Chronological

DESCRIPTION:

The sheets include a description of the course, course number, teacher's name, room number, student number, student's name, sex, grade, and the grade received in the class. Grades are recorded in official transcripts.

RETENTION:

Retain Retain in office 1 year and then transfer to Records Center for 40 years then transfer to Archives permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

AUTHORIZED: 09/19/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 40 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 28077

TITLE: Grade roll books

(continued)

PRIMARY CLASSIFICATION:
Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 28079

3

TITLE: Office reports

DATES: 1962-

ARRANGEMENT: Chronological

DESCRIPTION:

These are the class rolls maintained by each teacher. They are used to record student attendance. Attendance has been computerized in all Utah school districts and the use of class rolls has been discontinued. These rolls contained teacher's name, students' names, school and class, entry date, exit date, days of absence, and sometimes grades. Some class rolls may be the only surviving record of student attendance and grades and would require permanent retention (See Official transcripts, item 17-3).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 1.

AUTHORIZED: 07/23/2012

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 28079

TITLE: Office reports

(continued)

PRIMARY CLASSIFICATION:

Exempt 34 CFR 99

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 6854

3

TITLE: Official transcripts

DATES: 1963-

ARRANGEMENT: Chronological, thereunder Alphabetical by high school graduate's surname

DESCRIPTION:

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

RETENTION:

Retain 10 years.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years.

Microfilm master: Retain in State Archives permanently with authority to weed.

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 6854

TITLE: Official transcripts

(continued)

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

These records have long term historical value documenting student participation in school systems prior to the advent of official transcripts.

PRIMARY CLASSIFICATION:

Private

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 6855

3

TITLE: Official transcripts for nongraduates

DATES: 1963-

ARRANGEMENT: Alphabetical by student's surname

DESCRIPTION:

This card is the official record of school attendance and high school graduation. It is used to document graduation from high school and to verify classes attended and credits earned. It is used for college admission and employment. The card includes the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). It contains the following information: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, and in most cases, test scores, class ranking, grade point average, and social security number. Class rolls may take the place of missing official transcripts.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

AGENCY: Canyons School District (Utah). Hillcrest High School

SERIES: 6855

TITLE: Official transcripts for nongraduates

(continued)

PRIMARY CLASSIFICATION:

Private